



**77 Graterford Road
Limerick, PA 19468**

**Joint Operating Committee Meeting Minutes
March 6, 2023
7:00 PM
Board Room**

Board Members:

Pottsgrove School District

Jay Strunk
Joe Vecchio
Patricia Grimm - Absent

Spring-Ford School District

Colleen Zasowski - Acting Chairperson
Karen Weingarten
Wendy Earle

Upper Perkiomen School District

Dana Hipszer
John Paul Prego
Keith McCarrick

Non-Members:

Dr. Allyn Roche, Superintendent, Upper Perkiomen S.D. & WMCTC Superintendent of Record
Dr. David C. Finnerty, Superintendent, Pottsgrove S.D.
Robert Rizzo, Superintendent, Spring-Ford Area S.D.
David Livengood, Administrative Director
Donna Wilson, Business Manager
Mark Holtzman, Principal

Solicitor:

Marc Davis, Esq., Fox, Rothschild, LLP

AGENDA

I. Call to Order

The meeting was called to order by Colleen Zasowski, acting chairperson at 7:15 pm.

A motion was made by Mr. McCarrick and seconded by Ms. Weingarten to approve the JOC Meeting Minutes of February 6, 2023 ([Appendix A](#)).

Jay Strunk	Yes	Colleen Zasowski	Yes	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	NA	Wendy Earle	Yes	Keith McCarrick	Yes

Motion carried 8-0

II. Administrative Director Discussion/Information Items

- A. March 2, 2023 - Skills over Stereotypes - There were 70 students in attendance made up of 6th -8th graders. They spent 45 minutes visiting two programs. Pottsgrove and Upper Perkiomen sent paper invites and had most students attend. Spring-Ford did a digital blast to students.
- B. March 7, 2023 - Don Bray will be at the Governor's Address and Reception - Don Bray is our Automotive instructor and served on PACTE previously. He was asked to sit in for the president of PACTE since he was unable to attend.
- C. March 14, 2023 - Senator Muth Visit at 1:00 PM - Mr. Livengood will be providing tours for both Senator Muth and Representative Scheuren (see information below). Please feel free to join us.
- D. March 17, 2023 - Representative Scheuren Visit at 11:00 AM
- E. March 20-23, 2023 - State FCCLA Conference will take place at Seven Springs. Mr. Livengood will be attending since he will also be participating in the Admiral Perry Audit that same week.
- F. March 30, 2023 - Perkins Regional Workshop - WMCTC will be hosting this event for Directors and Principals.
- G. [Health and Safety Plan](#) - Nothing has changed since our last update.
- H. New JOC Agenda - This was designed to be more conducive for an effective meeting and minute taking. Mr. McCarrick thought it would be fine to use. No one else offered comments.

III. Public Comments on Agenda Items

IV. Presentations

- A. Budget - Mr. Livengood presented the 2023-2024 Proposed WMCTC Budget. Here are a few highlights:
 - 1. WMCTC has three goals: 1) to see enrollment grow, 2) offer more non-traditional opportunities, and 3) have a career plan for after graduation.
 - 2. Advanced Manufacturing would like to change their name to CNC Machining.
 - 3. Mr. Livengood reviewed the Special Population groups for CLNA.
 - 4. Better to apply to WMCTC as an 8th grader, there is more of a chance for being accepted.
 - 5. All Co-Op students are paid and collectively made \$360,000. There was a conversation initiated by Mr. Strunk to add the number of hours of work-based experience versus the dollars paid. A catch phrase was used "Earning while they're learning". We will incorporate both pieces of information.
 - 6. There was a discussion held about Capital Reserve and how to best use those funds.

7. It was suggested by Dr. Roche not to include the 10 Year Plan when meeting with the districts to review the budget presentation, it may be too overwhelming.
8. Mr. Livengood shared how programs are eliminated. If there is low enrollment they are challenged to raise the enrollment. If so, they will be fine, if they go back down they may be eliminated.
9. There is a minimum of a 1 year process to add a new program.

He will be presenting this budget to the districts within the next few weeks.

1. March 14, 2023 - Pottsgrove 7:00 pm
2. March 23, 2023 - Upper Perkiomen 7:00 pm
3. March 27, 2023 - Spring-Ford 7:00 pm

V. Committee Reports

- A. Superintendent of Record's Report - Dr. Allyn Roche
 1. Dr. Roche was here to visit with UP Food Service and spent time with Mr. Hunter and Mr. Livengood.
 2. Act 93 needs to be addressed.
 3. We should consider developing a Finance and Personnel Committee.
 4. PSBA Policy 147.1 Extra Curricular/Home School needs to be reviewed.
- B. Business Manager's Report - Ms. Donna Wilson - No Report
- C. Principal's Report - Mr. Mark Holtzman
 1. Enrollment Numbers were shared.
 - a. Pottsgrove has 67 applications - COS/Dental
 - b. Spring-Ford has 54 applications - Collision/COS
 - c. Upper Perkiomen has 99 applications - Advanced Manufacturing and BIOMed (tie for highest, Culinary Arts follows.
- D. Board Secretary's Report - Mr. Keith McCarrick - No Report
- E. Solicitor's Report - Mr. Marc Davis, Esq.
 1. 2 MOU's and TAP Contract - No fees
 2. Penn College Enrollment - \$200 fee

VI. Action Agenda

Motion by Mr. McCarrick, seconded by Mr. Vecchil to approve Personnel as presented.

Jay Strunk	Yes	Colleen Zasowski	Yes	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	NA	Wendy Earle	Yes	Keith McCarrick	Yes

Motion carried 8-0

A. Personnel:

1. Appointments:

- a. The Administration approved the appointment of Rebecca Tomlinson, Instructional Assistant for Early Childhood Education, at \$14.50. Anticipated start date as soon as paperwork is complete.

Motion by Mr. McCarrick, seconded by Mr. Vecchio to approve Finance as presented.

Jay Strunk	Yes	Colleen Zasowski	Yes	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	NA	Wendy Earle	Yes	Keith McCarrick	Yes

Motion carried 8-0

B. Finance:

1. Cash Receipts and List of Bills:

The Administration approved the Cash Receipts and List of Bills as shown in [\(Appendix B\)](#).

2. Annual Financial Audit Fees for 2023-2024:

The Administration approved Hutchinson, Gillahan & Freeh, P.C., Certified Public Accountants, to perform the local audit and prepare the Annual Financial Report of Western Montgomery Career and Technology Center for the fiscal year ending June 30, 2023 at the rates presented as shown in [\(Appendix C\)](#).

	<u>2023-2024</u>
Audit Fee	\$11,500.00
AFR (if desired)	\$ 1,350.00
Single Audit (if required)	\$ 4,000.00
Hourly Rate for additional services	\$ 150.00

Motion by Mr. McCarrick, seconded by Mr. Vecchio to approve the motion as presented.

Jay Strunk	Yes	Colleen Zasowski	Yes	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	NA	Wendy Earle	Yes	Keith McCarrick	Yes

Motion carried 8-0

C. Agreements:

1. The Administration approved WMCTC to enter into a contract with BCTE Technical Assistance Program for the 2023-2024 school year. [\(Appendix D\)](#)
2. The Administration approved WMCTC to enter into a Memorandum of Understanding with Penn College Dual Enrollment for the 2023-2024 school year. [\(Appendix E\)](#)

VII. New Business

VIII. Public Comments on Non-Agenda Items

IX. Adjournment

Motion by Mr. McCarrick, seconded by Mr. Vecchio to approve the motion as presented.

Jay Strunk	Yes	Colleen Zasowski	Yes	Dana Hipszer	Yes
Joe Vecchio	Yes	Karen Weingarten	Yes	John Paul Prego	Yes
Patricia Grimm	NA	Wendy Earle	Yes	Keith McCarrick	Yes

Motion carried 8-0

The meeting Adjourned at 9:00 pm

Respectfully submitted,

Mr. Keith McCarrick, Secretary

Ms. Wendy Sigourney, Recording Secretary